

Buyer Process

The Procurement Buyer team's process of turning a Special Requisition into a Purchase Order. Requisitions are requests to purchase items or services, the Buyer team oversees the proper

purchasing procedure per the University System of Georgia rules & regulations.

A requester submits a special The ePro Administrator team receives requisition in PeopleSoft's procurement & sorts the requisition to a Buyer. application. The Buyer reviews the requisition for proper documentation & determines the best method for procuring items or services. **Services** On Campus Under \$2,500 – E-Verify not needed Lecturer – Certificate of Insurance not \$2,500 or more – E-Verify needed Other suppliers – Certificate of Insurance For University/Statewide Contracts an E-Verify is already on file needed (in most cases) Buyer will review if the requested items/services are available on contract. Purchase is \$25,000 or more Purchase is between \$10,000-\$24,999 Not on contract – two additional quotes Not on contract – a formal solicitation must needed be placed on the GPR for bidding On contract – purchase can proceed On contract – purchase can proceed A purchase order (PO) is sourced & awaits approval from the Assistant Director of Procurement. **Signature Authority Limits** Buyers – up to \$50,000 Once approved, the buyer dispatches Director/Asst. Director – up the PO. It will be sent to the supplier if to \$100,000 The PO is sent to the supplier. additional signatures are not needed. \$100,000 or above requires Controller or CBO signatures Links

> Click here for the **Georgia Procurement** Manual (GPM)

Click here for the **Department of Administrative Services** (DOAS)

Click here for the State Purchasing Division (SPD)